

Memorandum

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CONFIDENTIAL

TO : Director of Training

DATE: 15 December 1965

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 40
7 - 13 December 1965

1. On 6 December I briefed the students of the Special Orientation Course currently being given for NPIC. The subject of the briefing was "The History of U.S. Intelligence."

2. On 8 December I attended a meeting in Mr. Bannerman's office to discuss the handling of requests for Agency speakers for non-government groups. A full report of that meeting has been submitted to A/DTR.

3. On 8 December I discussed with [redacted] the amendment of his current contract to provide for the addition of a course in Effective Speaking to be given for NPIC from 4 April through 11 May. [redacted] will be available, and I shall follow up on the contract amendment.

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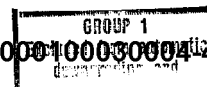
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Attachment: Reports

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☐
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S (C) 2012
NEXT REVIEW DATE: _____
AUTH: HR 70-2
DATE: 26-1-82 REVIEWER: 086199

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OPTIONAL FORM NO. 10
5010-106

Approved For Release 2002/05/01 : CIA-RDP78-06096A000100030004-4

UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Intelligence School

DATE: 13 December 1965

FROM : Chief, Orientation and Briefing Faculty

SUBJECT: Weekly Activities Report No. 40
6 - 10 December 1965

1. Orientation for Overseas

Ten students including Agency personnel and their dependents attended the Orientation for Overseas Course presented by [] on 7 and 8 December at Headquarters.

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2. Special Orientation for NPIC

The first week of the Special Orientation for NPIC (six half days, three per week) was completed at NPIC. The course is being conducted in the luxurious 6th floor auditorium. Thirty-one NPIC personnel are enrolled.

3. CT Orientation for January 1966

On 10 December 1965, [] of OBF conferred at []

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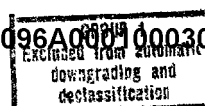
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[] regarding areas of duplication or of difference between presentations on the Clandestine Services scheduled for the 10-21 January 1966 CT Orientation and similar presentations scheduled for forthcoming runnings of the Operations Familiarization Course (OFC). The latter will last six weeks and be taken from now on by all CT's taking Agency training at []

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After studying OBF's draft schedule for the 10-21 January 1966 CT Orientation and comparing this with the new six-weeks OFC, there was general agreement that OBF's scheduled presentations on the Clandestine Services topics did not seriously, if at all, duplicate similar presentations in the OFC. Some duplication, it was felt, is probably desirable anyway, especially since there is a gap of seven weeks between the CT Orientation and the OFC.

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To avoid areas of possibly greater duplication, however, or to postpone presentations until a more appropriate time at [] proposed the following suggestions:

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- a. that OBF eliminate the one-hour lecture on "Clandestine Services Records Systems"---- since this could be more appropriately covered at [] and the tours of RID;

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- b. that OBF also eliminate the tour of the [] Exhibit since this could be better handled at []

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- c. that OBF add a one-hour lecture on the general activities of OPSER.

[] strongly urged--as he had done during his mid-June 1965 visit to []--that the [] Staff should plan to have one of its instructors attend the two full days of the CT Orientation devoted to a study of the Clandestine Services--i.e., Tuesday, 18 January 1966, and Wednesday, 19 January 1966. [] that he would have an [] instructor attending the CT Orientation during the above two days.

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4. Special ITC for Office of Communications

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Final preparations were made on 10 December, including an advanced trip by [] for the special ITC for nine instructor-trainees of the Office of Communications. [] will conduct the four-day course.

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5. Special Briefings

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On 6 December, [] spoke to twenty-nine new employees at Headquarters on the subject "The National Security Structure and CIA's Role in the Intelligence Community."

On 7 December [] gave the opening lecture on "The Intelligence Community and CIA" to the current CSR Course at Headquarters. Thirty-six returning DDP personnel attended.

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On 7 December, two experienced Commo personnel were updated on the Intelligence Community and the Agency by guided reading from the IOC kits at 1000 Glebe. Mr. [] assisted them.

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On 8 December, [] gave a talk on Agency organization to a Special Viet Nam Orientation Course at AID. Overseas responsibilities and cover problems were stressed.

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On 8 December, [] briefed Mr. Franklin Williams, former Peace Corps official who is the new Ambassador to Ghana, on the overall Agency structure and mission. The briefing was at Headquarters.

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On 9 December, [] presented his regular briefing on "Soviet Military Potential and its Relation to Communist Strategy" to twenty-four students attending the Communist Strategy course at the Foreign Service Institute. The group included a high ranking Army officer and senior civilians from State, DIA, NSA, USIA, and the AEC. Mr. John Keppel, course chairman, plans to visit the Agency for consultation on matters of mutual interest early in January at our invitation. Security arrangements have already been made.

6. Attendance at ASTD Conference

The Washington Chapter of the American Society for Training and Development (ASTD) held its annual conference on 7 and 8 December at the Washington Hilton Hotel. Mr. [] of this faculty was an official delegate from OTR.

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The conference, which had as its theme "Effective Training in Business and Government", afforded a very interesting and comprehensive review of programs, methodology and current trends in virtually all aspects of training. Highlighting the two-day affair were

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lecture/demonstrations of programmed instruction;
seminars on new concepts and innovations in training;
special tours; a film festival; and commercial exhibits.
An inspiring keynote address by Peter Peterson,
president of Bell and Howell, was a plea for a fresh
look at management's opportunities for improving people.
A memorandum for the record giving conference details
is being prepared by

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UNITED STATES GOVERNMENT

Memorandum

TO : Chief/Intelligence School

DATE: 14 December 1965

FROM : Chief/Management Training Faculty

SUBJECT: Weekly Activities Report No. 40

MANAGEMENT NO. 93

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This course, with 37 registrants at the GS-11 through GS-14 level, was conducted last week at [] This is one of the largest groups we have had - and one of the most interesting. The age level was somewhat higher than we normally have, and there appeared to be a greater desire to learn. We were particularly pleased with the group response to the program, and the fact that a number of students said that they had enrolled on the recommendation of their co-workers who had had the course previously. This, we think, indicates that "the word" is getting around and that we will have few enrollment problems in future courses.

AUTHORS AND IDEAS

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[] returned from [] on Thursday night in order to attend the Authors and Ideas program at the Civil Service Commission, Office of Career Development. The featured author was Frederick Herzberg, Chairman, Department of Psychology, Western Reserve University. Professor Herzberg is an internationally recognized expert on worker motivation including being engaged as a consultant by the Soviet Government. Co-starring as commentator and critic was Professor Mosel of George Washington University, also well known in the Psychological field.

PERSONNEL NOTES

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[] bronchitis has failed to respond to treatment and, on her doctor's recommendation, she has returned home for rest and recuperation. She will probably remain at home until after the holidays.

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UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Intelligence School

DATE: 13 December 1965

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 40
6 December - 10 December 1965

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1. On Thursday [] met with the Chief of NPIC's Collateral Support Division (CSD) and his staff to review the draft schedule for the Intelligence Research Techniques to be given for CSD personnel in January. The staff described their work in detail, which resulted in some changes being made in the content of the course. The schedule was then discussed in detail and resulted in a number of additions. A final revision of the schedule will be produced this week.

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2. On Wednesday [] joined a group of CIA Librarians to visit the large facility of Documentation Incorporated in College Park, Maryland. This facility has a contract with NASA to produce a published index of aerospace reports. Information on the facility is being incorporated in the revision of Volume III of our text.

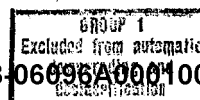
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3. On Thursday [] attended a progress report briefing on Project CHIVE which was given to representatives from the entire Agency. Project CHIVE is a plan to computerize as much of OCR's activities as possible, in the hope that this will result in faster and more pertinent response to Intelligence Community needs for information. Unfortunately, because manpower must be diverted back to Project CHIVE, OCR's services will have to be cut back at least until 1969 or 1970, unless OCR gets additional manpower. Then, assuming Project CHIVE is successful, service should be restored to its present level. If all goes exceptionally well, Project CHIVE should then provide service better than OCR is giving at present.

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4. Two reading machines (Craig Readers) ordered early in the Fall have been received and checked out by the Audio Aids Section/ISB, and will be installed in the Language Lab at Headquarters this week. [] has prepared instructions and other teaching materials; we expect that these materials will make self-instruction practical and that it will be unnecessary for the Lab Technician to do any more than hand out the materials to students. The Registrar's Office will issue a Special Bulletin announcing the availability of the machines and inviting all interested to use them.

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5. The Intelligence Production Course CT's had an excellent all day tour of NPIC on Thursday. They were welcomed to the Center by its chief of Operations, [] who gave a briefing on the over-all activities of NPIC and the contributions made to it by the Intelligence Community. The students went to the Imagery Analysis Division for a one-hour automated briefing on the various kinds of photography exploited and on examples of photographic intelligence support provided by the Division for CIA. This automated briefing is very impressive in showing the different kinds of photography and as an example of what graphics can do. After lunch, the CT's toured the Technical Intelligence Division, where they went into the "clean room" to see various elaborate instruments for obtaining measurement data from photography. One of the instruments is a half-million-dollar item in itself, not counting the computer which it is connected to. The CT's also visited the Collateral Support Division and the Photographic Analysis Group. The "PAG" is where the joint photo interpretation of photography is performed by PI's from CIA and DIA working in teams. All the other divisions and staffs of NPIC with the exception of the Imagery Analysis Division are providing support to the photo interpreters in the Photo Analysis Group. At NPIC the PI is "king" and everyone else supports and caters to him. This is not true in DIA or the DOD.

6. The one-day visit to NPIC is particularly beneficial to the CT's, for it gives them their first real understanding of the several reconnaissance systems in wide use today and producing much of the information used in intelligence. It also gives them an understanding of what can be obtained and done with this photography and the new instrumentation, computers, and techniques used to exploit the photography.

7. On Friday the CT's returned to NPIC to spend the morning working with the Photo interpreters in the various branches of the Imagery Analysis Division. This Division provides all the photographic intelligence support for CIA Departmental requirements. After the previous day's tour and briefings on NPIC which gave the CT's a good understanding of the over-all operation, techniques, and photography of NPIC, the morning of working with the PI's on actual PI projects gave them a good working level knowledge of what they do and how they do it. This half day working with the PI's is a new feature tried for the first time with this class of CT's. It proved to be worthwhile and will be continued in future Intelligence Production Courses.

8. Ten of eleven students completed the Effective Speaking Course at NPIC with excellent participation. There was strong progress in all cases and the entire group showed improvement in organization of material, in platform presence, and a stronger sense of communication.

9. For the second time at the NPIC installation we included two sessions on the automated briefing. Though this assignment caused considerable confusion and was marked by many technical

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problems, all class members enthusiastically recommended that the assignment be included in future offerings of the course. I concur in this recommendation, but also suggest that the Visual Aids lecture include substantial treatment of the problems of presenting and preparing an automated briefing. Mr. [REDACTED] informs me that his staff have prepared some excellent automated briefings on the automated briefing. I believe they should be checked out for possible presentation in the Effective Speaking Course as given at NPIC.

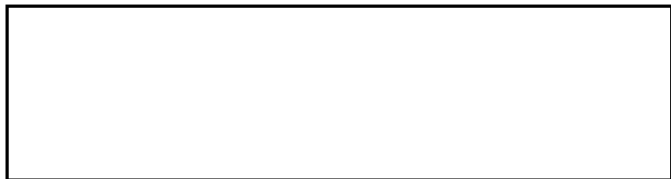
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10. We should like to express our thanks for the excellent support from all who contributed to the course. [REDACTED]

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[REDACTED] were especially helpful. All of the recording and graphic arts personnel at NPIC were put to considerable inconvenience on helping with the visual aids and the automated briefing assignments. Their assistance was most appreciated and their patience commendable.

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GROUP 1
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UNITED STATES GOVERNMENT

Memorandum

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TO : Chief, Intelligence School

FROM : Deputy Chief, Clerical Training

SUBJECT: Weekly Activities Report, No. 40
6 - 10 December 1965

DATE: 10 December 1965

1. Number in Clerical Induction Training: During the week of 29 November - 3 December 1965, there were 22 trainees in Clerical Induction Training; of these 6 entered classes for the first time.

2. Number in Clerical Orientation Training: During the week of 29 November - 3 December 1965, there were 30 trainees in Clerical Orientation Training.

3. Results of Official Agency Testing Administered in Clerical Induction: Results of the tests administered to the entrance-on-duty employees for the week of 29 November - 3 December 1965 were as follows:

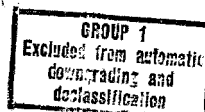
	<u>Tested</u>	<u>Passed</u>
Typewriting	6	2
Shorthand	2	0

4. Results of Official Agency Testing Administered to Applicants: The results of the tests administered to the clerical applicants for the week of 29 November - 3 December 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
SET	18	
Typewriting	9	1
Shorthand	2	0
Card Punch Operator		
Aptitude Test	0	



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Weekly Activities Report, No. 40
6 - 10 December 1965

5. Results of Official Agency Testing Administered by Clerical Refresher: The results of the tests administered to on-the-job Agency employees on 6 and 7 December 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	22	5
Shorthand	19	5

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6. Personnel on Leave: On 8, 9, and 10 December 1965, Mrs. [redacted] Chief of the Clerical Training Faculty, was on annual leave.

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